

# Retention and Classification Report

**Agency:** Enoch (Utah) (348)

Enoch City Office  
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Enoch, UT 84720  
435-586-1119

**Records Officer** Susan Carter

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**AGENCY:** Enoch (Utah)

**SERIES:** 28608

3

**TITLE:** Annexation records

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by owner's name

**DESCRIPTION:**

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the annexation of private property into municipal boundaries. Information may include correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

**AUTHORIZED:** 12/01/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Records of annexations documents have historical value because they document the growth of municipal boundaries.

**AGENCY:** Enoch (Utah)

**SERIES:** 28608

**TITLE:** Annexation records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23606

3

**TITLE:** Annual audits

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 02/28/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Enoch (Utah)

**SERIES:** 23606

**TITLE:** Annual audits

(continued)

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23605

4

**TITLE:** City Council meeting minutes

**DATES:** 1973-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records support the agency's function to establish city ordinances, approve board members of municipal commissions, and to execute all other assigned responsibilities in an open and efficient manner (Enoch Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 02/28/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Enoch (Utah)

**SERIES:** 23605

**TITLE:** City Council meeting minutes

(continued)

M-Disk: Retain in State Archives permanently.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1973 through 2000. Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they document the decision and actions of a municipal government.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 23604

4

**TITLE:** Codified ordinances

**DATES:** 1980-

**ARRANGEMENT:** Numerical by title, chapter, and part numbers.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 02/28/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Enoch (Utah)

**SERIES:** 23604

**TITLE:** Codified ordinances

(continued)

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Historical Legal

Codified ordinances contain the complete simplified code of all general or permanent city ordinances.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23611

4

**TITLE:** Land Use Authority meeting minutes

**DATES:** 1982-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the Land Use Appeal Authority's function to hear petitions for land use variances, interpret Housing Code, and hear appeals for historic preservation decisions (Enoch Municipal Code 12-124 (2014), 9-655 (2009), 15-119 (2015)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Enoch (Utah)

**SERIES:** 23611

**TITLE:** Land Use Authority meeting minutes

(continued)

Microfilm duplicate: Retain in State Records Center permanently.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1994 through 2001. Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

These records are of historical value as they document the decisions of a public body.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28604

3

**TITLE:** Ordinances and resolutions

**DATES:** 1968-

**ARRANGEMENT:** Chronological by date of passage and alphanumerical by corresponding ordinance or resolution number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 12/02/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the operation of city government and the formal actions taken by the city council.

**AGENCY:** Enoch (Utah)

**SERIES:** 28604

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Enoch (Utah)

**SERIES:** 23610

3

**TITLE:** Planning Commission meeting minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the Planning Commission's function to act as an advisory board to the agency for land use issues (Enoch Code 12-114 (1992)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed as the meeting.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Enoch (Utah)

**SERIES:** 23610

**TITLE:** Planning Commission meeting minutes

(continued)

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

These records have historical value as they document the function and work of the Planning Commission and the development of Enoch.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28609

3

**TITLE:** Subdivision records-major lot and minor lot

**DATES:** 1990-

**ARRANGEMENT:** Alphabetically by name of subdivision

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the Planning and Zoning Commission's function to advise the agency (Enoch City Code of Revised Ordinances 12-114). These records document the developmental history of the municipality through the subdivision of its lands. A subdivision file consists of plats, agency recommendations, and city council ordinances. The final plat is filed with the county recorder.

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

**AUTHORIZED:** 12/01/2014

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

These records have historical value because they document the creation and history of subdivisions in the municipality. These records also document legal ownership of subdivided lands.



**AGENCY:** Enoch (Utah)

**SERIES:** 28609

**TITLE:** Subdivision records-major lot and minor lot

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Enoch (Utah)

**SERIES:** 28610

3

**TITLE:** Water Board meeting minutes

**DATES:** 2003-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the Water Board's function to act as an advisory board to the agency for water system development (Enoch Code 14-170 (2011)). Records document all matters proposed, discussed, decided, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 12/01/2014

**FORMAT MANAGEMENT:**

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Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** Enoch (Utah)

**SERIES:** 28610

**TITLE:** Water Board meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

These records have historical value as they document the function and work of the Water Board and the development of Enoch City's water system.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.